

Director of College Programs (0322U) Job 66623 -
College of Computing, Data Science, and Society (CDSS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233320>

Downloaded On: May. 9, 2024 3:24am

Posted Mar. 22, 2024, set to expire Jun. 30, 2024

Job Title Director of College Programs (0322U) Job 66623 -
College of Computing, Data Science, and Society
(CDSS)

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Mar. 22, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Academic Affairs
Administration - Academic Unit

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Job Description

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**Director of College Programs (0322U) Job 66623 - College of Computing, Data Science, and
Society (CDSS)**

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place

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for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age. Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges.

CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena.

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The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology. The College is responsible for growing Berkeley's broad-based undergraduate programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

The Director of College Programs in the College of Computing, Data Science, and Society (CDSS) manages the College's Office of Undergraduate Programs, including undergraduate research, career services, student life, and DEIBJ programs. The incumbent develops the long term organizational goals of this unit, develops and maintains strong relationships with the CDSS undergraduate college and major advisory groups and across campus. This role manages the financial and staffing resources for the unit and creates and maintains an efficient organizational structure directed at ensuring operational effectiveness.

Visit this website to learn more about the future home of CDSS in the new Gateway Building:
<https://data.berkeley.edu/news/uc-berkeley-showcasesplans-cdss-future-home-new-video>

Application Review Date

The First Review Date for this job is: 4/4/24 - Open Until Filled

Responsibilities

25% Leadership & Planning:

- Formulates the mission, goals, and objectives for the newly formed Office of Undergraduate Programs ensuring conceptual compatibility with the broader missions of CDSS.
- Determines and establishes the organizational structure of the CDSS Office of Undergraduate Programs unit, to function in coordination with major/departments specific programs.
- Develops long range strategic planning for comprehensive student programs and services for undergraduate students directed towards the fulfillment of the stated goals and objectives of CDSS.
- Programmatic responsibilities include developing, organizing, implementing, and maintaining an effective structure for the delivery of student programs based upon a comprehensive understanding of organizational models for complex student services in higher education.
- Programmatic development must be based upon established and emerging learning and student

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development theories and be responsive to the demographic profile and needs of the student population.

- Directs the overall operations of the office; sets and upholds professional expectations and standards for all staff.
- Implements and develops student enrichment programs for CDSS to help ensure a continued focus on the undergraduate educational experience.
- Conducts regular and comprehensive evaluations and assessments of the quality and effectiveness of programs to determine the extent to which the stated goals and objectives of the unit are being met and address changing student needs and institutional priorities. Identifies individual, organizational or institutional barriers that hinder the achievement of the goals of the unit and works with academic and staff leadership to devise and implement plans to deal with these obstacles.

20% Communication and Coordination:

- Establishes and maintains productive working relationships with other units within CDSS to ensure that all program needs are met.
- Fosters and maintains productive working relationships with other campus offices to ensure that students' problems can be addressed quickly and justly, and that joint resolution of larger problems that affect the whole student population can be found.
- Leads marketing and communication efforts to promote programs to constituents and stakeholders.
- Coordinates and curates content information from staff, databases, and partner units, and leads creation of story content in collaboration with staff, work-study students, peer advisors, and students in programs.
- Leads the strategy of the planning, coordinating, and implementing outreach events, workshops, information sessions, and department-specific presentations, including yield and orientation events, in order to promote programs and recruit students.
- Plans and coordinates staff meetings and retreats.
- In close coordination with program managers and the back-end web developer, takes primary responsibility for gathering, proofing, editing and verifying the accuracy of the information displayed on the programs' websites.
- Represents and promotes CDSS undergraduate student support services within the college and across campus.

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15% Program Support:

- Supports program managers during the administration of various application cycles, including Undergraduate Research, Career Services, and DEIBJ efforts.
- Supports associate deans and chairs in the execution of co-curricular initiatives for students in CDSS, and performs needs assessments and measures outcomes in coordination with key stakeholders.
- Works with the program managers, generates reports across all research and cocurricular programs, gathering metrics and impact statements from program participants.
- Collaborates with campus partners to promote program-specific information, such as program goals, eligibility requirements, deadlines, and application materials.

15% Grants and Philanthropic Support:

- Assists the Dean and the Program Managers to identify potential sources of funding for new and existing programs, prepare analyses to support the application for funds, develop a budget for proposals, and draft proposals for funding.
- Coordinates timely delivery of program updates and reports to development officers within University Alumni and Donor Relations and communications officers in the CDSS Dean's Office.

10% Recruiting, Managing, and Mentoring Staff:

- Works with CDSS HR regarding personnel activities of the unit, including the recruitment, onboarding, training, mentoring, performance management, and staff appraisal of the College Undergraduate Programs unit.
- Establishes channels for regular review of unit personnel policies to ensure that all procedures are applied fairly throughout the unit and are in compliance with College and University guidelines.
- Delineates lines of authority and decision-making, and maintains clear and open communication among staff.
- Evaluates changing staffing needs and responds to those needs by developing appropriate staffing strategies in a timely manner.
- Ensures compliance with the University's Affirmative Action policy and efforts.

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10% Budget Management:

- Develop and manage the annual operating budget of the Office of Undergraduate Programs.
- This fiscal responsibility includes both independent and collaborative decision-making with college leadership regarding office and college priorities, analysis of program needs, and the development of strategies for the review and allocation of resources.

5% Professional Development and Growth:

- Engages in opportunities for training, workshops, seminars, pertinent to the position.

Required Qualifications

- Well-grounded understanding of the theories of learning, student development, and advising and their application in providing student services in a major university serving a large and highly diverse student population. This would include a comprehensive understanding of all relevant ethical and legal considerations.
- Advanced knowledge of the issues facing undergraduates at research universities as well as cutting-edge knowledge of the educational trends in undergraduate education. This specifically includes the challenge of meeting the ever-changing needs of a complex and demographically fluid undergraduate student population.
- Specialized knowledge of the planning, development, and design of organizational structures suitable to the provision of student services.
- Demonstrated ability to engage in strategic planning to ensure the most effective and efficient delivery of services.
- Leadership skills and substantial experience in independent decision-making and informed interaction with other administrative and campus bodies.
- Knowledge of the principles and practices of staff management directed towards enhancing employee productivity and building and maintaining morale.
- Skills in monitoring/assessing people, processes or services, to make improvements; project management.
- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems, persuasion, and leadership.
- Bachelor's degree in related area and / or equivalent experience / training.

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Preferred Qualifications

- Intermediate skills of common University-specific computer application programs.
- Strong knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- Classification: Student Services Manager 1, 0322
- Anticipated hiring range: \$85,800 - \$135,900
- UCB salary range: \$85,800 - \$158,200; a salary offer will consider both direct experience and equity with current UC Berkeley employees.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

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The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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